

LAKE COUNTY ENGINEER'S OFFICE

NOTICE OF JOB VACANCY

Posting Date: March 16, 2015

CLASSIFICATION TITLE:	ROAD FOREMAN		
NUMBER OF POSITIONS:	ONE (1)		
DEPARTMENT:	ROAD		
AREA OF VACANCY:	BLACKBROOK GARAGE		
RATE OF PAY:	Starting Rate	New Hire 180 Day Rate/ Newly Promoted Rate	Permanent Rate
	\$2,232.00	\$2,332.00	\$2,432.00

POSITION DESCRIPTION:

The primary objective of this position, in the Highway Maintenance Department, is to assist the Maintenance/Highway Engineer, Superintendent and/or Supervisor(s) in managing, coordinating, directing, overseeing, and supervising the maintenance and repair of roads, bridges, drainage ditches, right-of-ways, etc. within the County.

Supervises road and bridge maintenance activities such as patching, paving, mowing, brush cutting, guardrail and fence repair and installation, culvert repair and replacement, sealing roads, cleaning and digging ditches, loading and unloading materials. Inspects roads, bridges, job sites, and work performed to ensure compliance with accepted construction standards, specifications, work methods, procedures, techniques and safety procedures.

Supervises snow and ice control activities including snow removal and spreading salt. Dispatches crews as necessary in accordance with established procedures. Directs crews in snow and ice control operations, responds to emergency conditions as necessary including after normal working hours, weekends, and holidays.

Assists in the administration of the maintenance and repair programs. Provides input into the development of the highway maintenance program. Receives work schedules from the Supervisor and assigns duties and equipment to highway maintenance personnel. Responsibility is to direct highway maintenance employees. Assists in determining adequate amounts of material for assigned projects and work crews. Ensures that proper working methods and safety practices are followed and established quality, quantity, and timeliness standards are met. Reviews and inspects work in progress and upon completion. Assist in identifying maintenance and repair needs.

Enforces rules, regulations, procedures and policies and reports non-compliance. Receives and adjusts complaints. Resolves problems. Recommends and/or approves leave requests. Recommends disciplinary action and counsels employees. Prepares timely and accurate records pertaining to such things as jobs completed, materials used, equipment hours, etc. Makes out daily job assignments and completed daily time sheets and other necessary reports.

Assists in training and instructs personnel in proper work methods, techniques, and procedures and the operation, care and maintenance of equipment and vehicles. Evaluates employees' performance. Assists in the orientation of new employees.

JOB REQUIREMENTS:

Comprehensive knowledge and experience in highway and bridge construction, repair and maintenance methods, materials, equipment, sequences, processes, regulations, procedures, techniques, etc. Ability to maintain the trust and confidence of the Highway Superintendent. Knowledge of and experience in applying management and supervisory techniques and practices. Ability to identify and determine goals, objectives, work needs and allocate resources and manpower. Ability to effectively and efficiently organize, evaluate, review, determine, and prioritize work activities. Knowledge of, ability and willingness to interpret and enforce departmental policies, procedures, and practices. Ability to communicate effectively orally and/or in writing. Ability to read and interpret simple blueprints, sketches and maps. Working knowledge of a computer, experience and ability to use and learn various software programs (e.g. Microsoft Office, Softworks, etc.). Ability to develop and maintain effective working relationships and represent the department in a professional and positive way in dealings with other supervisors, associates, the general public, contractors, etc. Knowledge of and ability to communicate and enforce safety policies, procedures and regulations. Ability to occasionally perform duties including occasional manual laboring tasks under varying and frequent extremes in weather and temperature conditions. Ability to follow directions. Shall have a minimum of a high school education with a working knowledge of the English language. Ability to work at other than regular hours and upon short notice. Possession of a current, valid Ohio Commercial Driver's License.

Employees who wish to be considered for this position must file a written application with the Administrator **NO LATER THAN: MONDAY, MARCH 23, 2015**